
VIEW FIELD TICKETS

DESCRIPTION

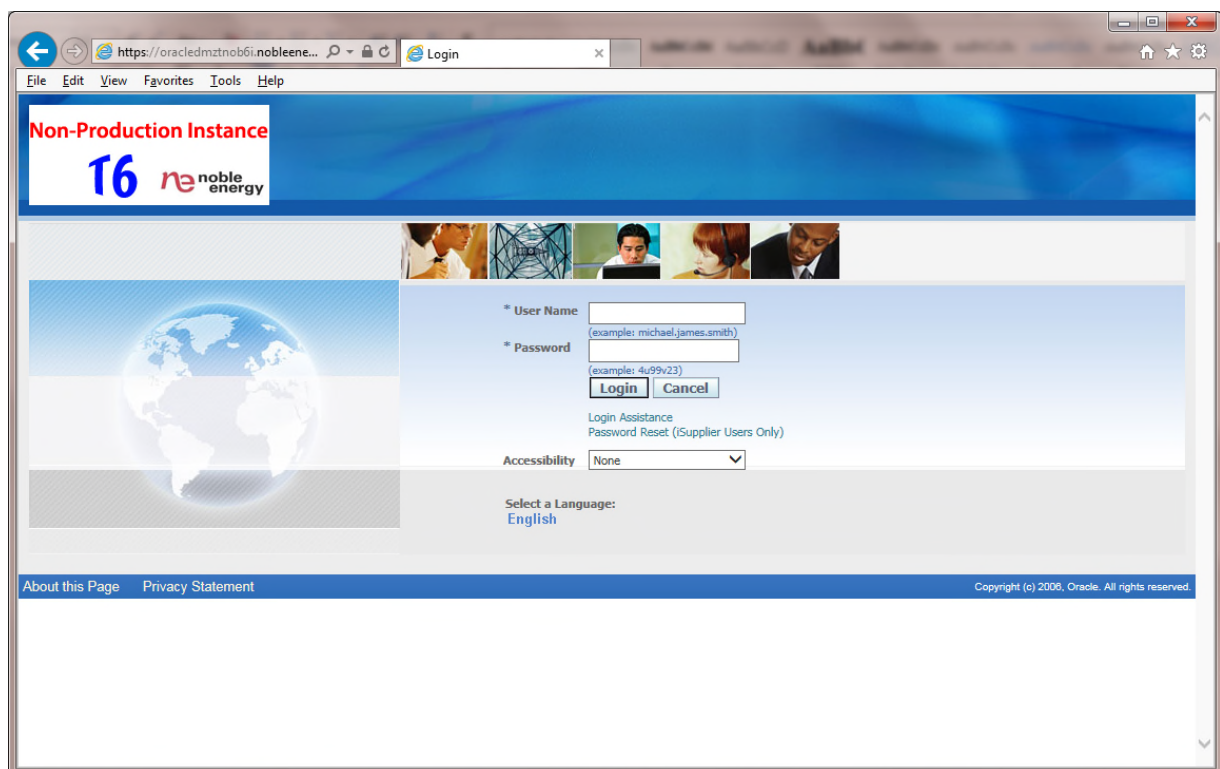
This process is used to view previously entered field tickets. You can also export the results to Excel for additional analysis.

If you still have questions, please email iSupplierSupport@nbleenergy.com.

PROCEDURE

STEP 1: Login to Oracle

(https://oracledmzpnobli.nobleenergyinc.com/OA_HTML/AppsLogin).



The screenshot shows a web browser window displaying the Oracle login page. The browser's address bar shows the URL: https://oracledmzpnobli.nobleenergyinc.com/OA_HTML/AppsLogin. The page features a blue header with the text "Non-Production Instance" and the "T6 noble energy" logo. Below the header, there is a navigation bar with several small images. The main content area contains a login form with the following fields and options:

- User Name:** A text input field with the example "example: michael.james.smith".
- Password:** A text input field with the example "example: 4u99v23".
- Login/Cancel:** Two buttons, "Login" and "Cancel".
- Login Assistance:** A link for "Login Assistance" and a link for "Password Reset (Supplier Users Only)".
- Accessibility:** A dropdown menu currently set to "None".
- Select a Language:** A link for "English".

At the bottom of the page, there are links for "About this Page" and "Privacy Statement", and a copyright notice: "Copyright (c) 2008, Oracle. All rights reserved."

STEP 2: Click the **Finance** tab.

The screenshot shows the iSupplier Portal interface. The browser address bar displays the URL: <https://oracledmztnob6i.nobleenergy...>. The page title is "iSupplier Portal". The navigation menu includes "Home", "Orders", and "Finance" (highlighted with a red box). Below the navigation menu is a search bar with "PO Number" selected and a "Go" button. The main content area is divided into several sections:

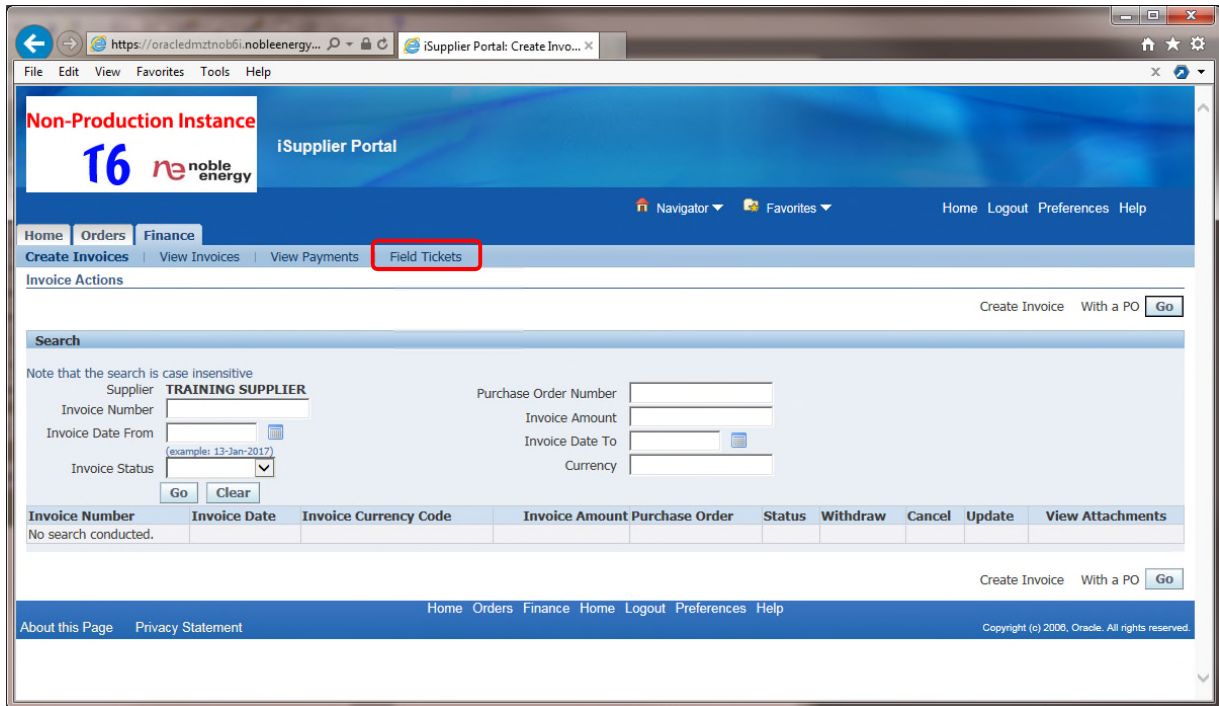
- Notifications:** A section with a "Full List" button. Below it, a table shows "Subject" and "Date" with the message "No results found."
- Orders At A Glance:** A section with a "Full List" button. Below it, a table displays order data:

PO Number	Description	Order Date
27631	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:53:26
27630	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:45:18
27629	Maintenance performed by Jim Worker at Wells Ranch.	13-Jan-2017 08:39:03
27622	BPA SETUP FOR TRAINING	05-Jan-2017 10:54:06

- Orders:** A section with links for "Agreements", "Purchase Orders", and "Purchase History".
- Invoices:** A section with a link for "Invoices".
- Payments:** A section with a link for "Payments".

The footer contains "About this Page", "Privacy Statement", and "Copyright (c) 2008, Oracle. All rights reserved."

STEP 3: Click on **Field Tickets** link.



STEP 4: Search by any of the following fields and click on the **Search** button.

1. **Ticket Number**

- Internal ticket number created when field ticket was generated. Begins with TKT

2. **Status**

- **Draft** – Ticket has not been submitted for processing
- **Pending** – Ticket is submitted and waiting to be processed
- **Interface** – Ticket has been processed & waiting for requisition
- **Success** – A requisition has been created for Noble approval

3. **From Date**

- Beginning date to search ticket created

4. **Supplier Order Number**

- Supplier order number which may have been entered on the field ticket during entry

5. **Project/AFE**

- Internal Noble coding entered when creating field ticket

6. **RC**

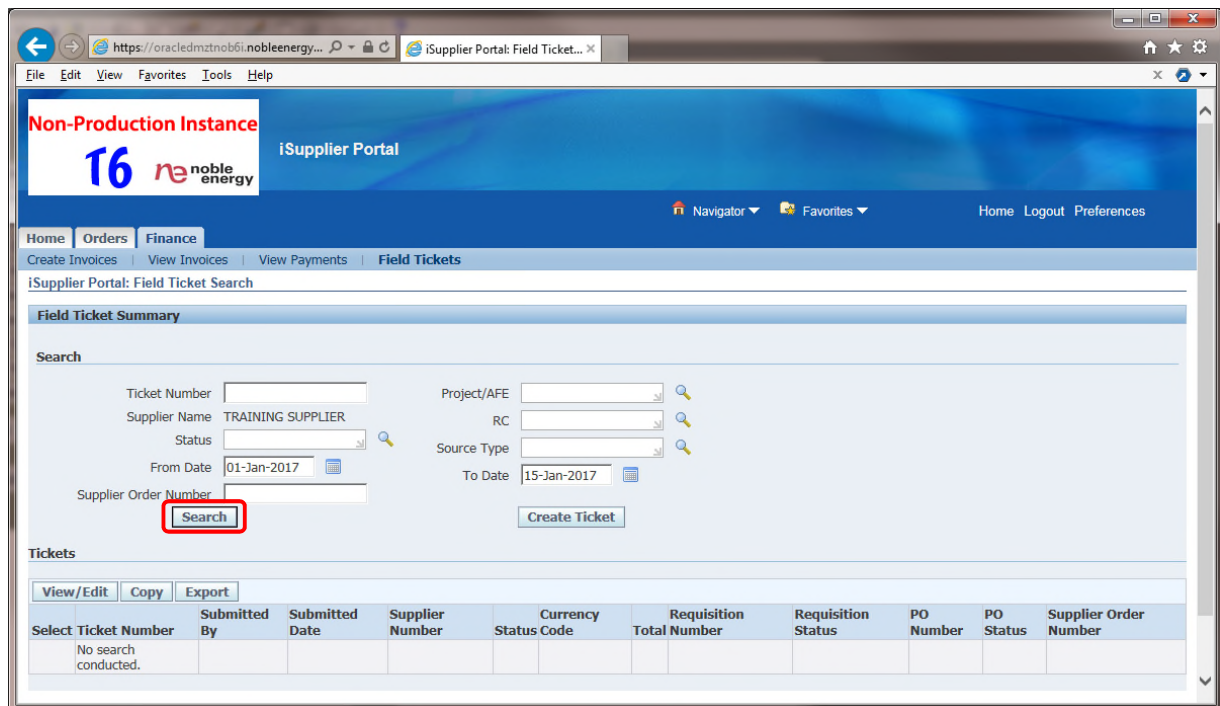
- Internal Noble coding entered when creating field ticket

7. **Source Type**

- Mobile Field Ticket – created using Noble Smart Phone App
- iSupplier Field Ticket – created by supplier using iSupplier

8. **To Date**

- Ending date to search ticket created



STEP 5: Review the results.

Field Ticket Summary

Search

Ticket Number:

Supplier Name: TRAINING SUPPLIER

Status:

From Date: 01-Jan-2017

Supplier Order Number:

Project/AFE:

RC:

Source Type:

To Date: 15-Jan-2017

Tickets

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	TKT3316	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	78.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	TKT3315	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,616.00 34346	APPROVED	27630	APPROVED	772272
<input type="radio"/>	TKT3314	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	DRAFT	USD	3,620.00				772269
<input type="radio"/>	TKT3313	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267

STEP 6: If desired, click the **Export** button to export the results to Excel.

The screenshot shows the iSupplier Portal interface for Field Ticket Search. The page includes a search form with fields for Ticket Number, Supplier Name (TRAINING SUPPLIER), Status, From Date (01-Jan-2017), To Date (15-Jan-2017), Project/AFE, RC, and Source Type. Below the search form is a table of tickets. The 'Export' button in the table header is highlighted with a red box.

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	TKT3316	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	78.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	TKT3315	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,616.00 34346	APPROVED	27630	APPROVED	772272
<input type="radio"/>	TKT3314	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	DRAFT	USD	3,620.00				772269
<input type="radio"/>	TKT3313	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267

STEP 7: Click **Open to view the results in Excel.**

The screenshot shows the iSupplier Portal interface. At the top, there is a navigation bar with 'Home', 'Orders', and 'Finance' tabs. Below this is a search section titled 'Field Ticket Search' with various input fields for Ticket Number, Supplier Name (TRAINING SUPPLIER), Project/AFE, RC, Status, Source Type, From Date (01-Jan-2017), and To Date (15-Jan-2017). A 'Search' button is present.

Below the search section is a table titled 'Tickets' with columns: Select, Ticket Number, Submitted By, Submitted Date, Supplier Number, Status, Currency Code, Requisition Total Number, Requisition Status, PO Number, PO Status, and Supplier Order Number. The table contains four rows of data:

Select	Ticket Number	Submitted By	Submitted Date	Supplier Number	Status	Currency Code	Requisition Total Number	Requisition Status	PO Number	PO Status	Supplier Order Number
<input type="radio"/>	TKT3316	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	78.00 34347	APPROVED	27631	APPROVED	772275
<input type="radio"/>	TKT3315	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	4,616.00 34346	APPROVED	27630	APPROVED	772272
<input type="radio"/>	TKT3314	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	DRAFT	USD	3,620.00				772269
<input type="radio"/>	TKT3313	JOHN.SMITH@SUPPLIER.COM	13-Jan-2017	1008806	SUCCESS	USD	1,664.00 34345	APPROVED	27629	APPROVED	772267

At the bottom of the page, a dialog box asks: 'Do you want to open or save export.csv from oracledmztnob6i.nobleenergyinc.com?'. The 'Open' button is highlighted with a red box.